DEFINITION

Under direction of the Deputy Chief, this position is directly responsible for the effective leadership, supervision, motivation, coaching, discipline and behavior modification of subordinate personnel, effective emergency operations and Fire District administrative functions. Under general supervision, plans, organizes and supervises assigned personnel, equipment and battalion activities on an assigned work schedule.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from high school or equivalent and five (5) years continuous service at the rank of Captain or above with Truckee Meadows Fire Protection District;

   OR

Four(4) years continuous service at the rank of Captain or above and an Associate’s degree in Fire Science, Public Administration, Business Administration, Fire Technology or closely related field from an accredited college or university;

   OR

Three(3) years continuous service at the rank of Captain or above and a Bachelor’s degree in Fire Science, Public Administration, Business Administration, Fire Technology or closely related field from an accredited college or university.

LICENSE OR CERTIFICATES

A valid Driver’s License – Must have prior to testing.
Fire Officer I – Must have prior to testing.
Fire Officer II – Must have prior to testing.
ICS – 100, 200, 300, 400, FEMA IS 700, and 800 – Must have prior to testing.
Minimum possession of a valid Nevada or National Registry Emergency Medical Technician Basic Certificate and CPR certification – Must have prior to testing.
National Fire Academy (NFA) or Federal Emergency Management Agency (FEMA) Fire Safety Officer Certification – Candidate has 180 days after appointment to complete.
Hazmat Incident Commander Certification – Candidate has 180 days after appointment to complete.
Must have the ability to obtain a Nevada’s Class “B” Driver’s License with “F” endorsement and maintain satisfactory DMV record.
All licenses and certifications required to be kept current and maintained for continued employment.

SUPERVISION EXERCISED

Exercises direct supervision over assigned professional, technical, and administrative support personnel.
ESSENTIAL FUNCTIONS (The following is used as a partial description and is not restrictive as to duties required.)

Coordinate the organization, staffing and operational activities of a fire battalion.
Serve as Incident Commander; supervise and direct the overall firefighting, rescue, overhaul and salvage operations.
Implement the Incident Command system (ICS) and coordinate personnel and equipment.
Participate in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility.
Identify resource needs; recommend and implement policies and procedures.
Select, train, motivate and evaluate assigned personnel.
Provide or coordinate emergency service and professional development training and education.
Work with employees to correct deficiencies.
Direct, coordinate and review the work plan for assigned programs.
Meet with staff to identify and resolve problems.
Assign work activities and projects.
Monitor workflow.
Review and evaluate work products, methods and procedures.
Coordinate the necessary in service drills, conduct special drills, classes or multi-company drills in addition to the training programs conducted by Training.
Supervise, direct and coordinate routine activities including but not limited to pre-fire planning, inspections, care and maintenance of apparatus, equipment and stations and other related activities.
Identify opportunities for improving service delivery methods and procedures.
Participate in the administration of the assigned program budget.
Review incident reports prepared by staff.
Attend and participate in professional group meetings.
Stay abreast of new trends and innovations in the fields of fire prevention, emergency operation, investigation and emergency medical services.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, techniques and procedures of modern firefighting tactics.
Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects.
Principles and practices of supervision and training.
Rules and Regulations.
Standard Operational Guidelines.
Operational Manuals.
TMFPD policies and procedures.
Nevada Fire Chiefs Mutual Aid Plan.
Lake Tahoe Regional Chief’s Agreement.
USFS/BLM Agreements.
Wildland Fire Protection Program.
Chief Officers Association CBA.
IAFF 2487 CBA.
Principles of district budget administration.
Local geography including the location of high hazard areas.
Fire behavior and fire control techniques for wildland fire suppression.

**Skills:**

Must be able to communicate instructions clearly and concisely with the ability to speak in an easily understood manner.

Interpersonal skills necessary to effectively interact with internal staff, citizens and/or government agencies.

Skill base as required by NFPA 1021 Professional Qualifications for Fire Officers.

Organizational planning and analytical skills to make sound logical decisions.

Skills, initiative and creativity to apply knowledge and experience in performing all job duties.

**Abilities to:**

Manage and coordinate the work of a Fire Battalion.

Select, supervise, train and evaluate subordinates.

Interpret and explain fire district operations, prevention and emergency medical policies and procedures.

Prepare clear and concise operational work records and reports.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Conduct thorough fact-finding investigations and enforce regulations firmly, tactfully and impartially.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Learn and use computers and tablets along with related computer programs and software applications.

Meet the fire district medical standard, including passing an annual physical examination with an agency selected by the fire district.

Maintain physical condition to perform essential duties.

**WORKING CONDITIONS** *(Essential duties require the following physical skills and work environment.)*

Work in an emergency fire-fighting environment.

Work in medical emergency situations, including vehicle accidents and other types of medical and rescue emergencies.

Work in intense life threatening conditions such as exposure to fire, smoke bodily fluids, heights and noise.
Essential functions require maintaining physical condition necessary for running, walking, crawling, climbing stooping and heavy lifting while wearing heavy protective equipment.

Work in inclement weather conditions.

Must be able to work any shift or day of the week.

Regular and timely attendance is required.

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirement of this job. The incumbents may be requested to perform job related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act As Amended (ADAAA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.